

## **CHAPTER ACCOUNTING CLERK**

**DEFINITION:** Under general supervision, performs work of moderate difficulty in maintaining and monitoring financial records for compliance; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

### **TASKS:**

Receives and logs in all incoming and outgoing financial documents; reviews and monitors all financial documents, verifies account numbers, computations, funds availability, makes necessary corrections and posts to ledgers; maintains automated accounting system; ensures timely processing of all financial documents; reviews budget line items for proper entries; reconciles financial reports and bank statements, checks for missing checks and documents, investigates questionable financial transactions and canceled checks; maintains current files on all encumbrances, open commitments, and closes financial documents for assigned chapters; prepares financial expenditure reports.

Assists assigned chapters in the preparation of annual budget; provides administrative support and technical assistance to chapter staff in setting up ledgers, journals, logs, recording financial transactions and accounting of their financial records; assists agency staff in preparing financial management process training/orientation materials for assigned chapter administrative staff and elected officials, and community members; provides training for chapter administrative staff on various accounting forms and chart of accounts; attends meetings and training.

### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of federal, state and Navajo Nation rules, regulations, mandates, policies and procedures related to fund accounting and management.  
Knowledge of Generally Accepted Accounting Practices (GAAP) methods and practices.  
Knowledge of computer hardware, software and peripherals.  
Knowledge of general office practices and procedures.  
Knowledge of Financial Management Informational Systems, for governmental entities.  
Skill in monitoring a variety of funding sources for compliance with regulations.  
Skill in entering and retrieving financial data.  
Skill in maintaining, tracking, receipting, and reconciling governmental accounts.  
Skill in utilizing public relations techniques when responding to requests, inquiries and complaints.  
Skill in establishing and maintaining effective working relationships.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves a minimum of physical effort primarily in an office setting with occasional work in the field to chapter sites for training and reviewing of accounting practices.

**MINIMUM QUALIFICATIONS:** An Associate's degree in Accounting or Bookkeeping; and two (2) years of responsible government accounting/fund accounting experience; or an equivalent combination of education, training, and experience which provide the capabilities to perform the described duties.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.